

BENEFITS AT A GLANCE - Competitive Salaries

Vacation

- ❖ 80 or 120 hours the first year with incremental increases every five years (amount depends upon classification)
- ❖ 36 hours of personal holiday annually
- ❖ Nine paid legal holidays annually

Paid Sick Leave

- ❖ Five hours earned biweekly; accumulates until retirement

Extensive Insurance Options

- ❖ Choice of health insurance plans
- ❖ Basic dental coverage as part of many health plans
- ❖ Income continuation and life insurance, and other types of insurance available

Retirement

- ❖ Employer paid retirement plan
- ❖ Accumulated sick leave converts to pay health insurance premiums in retirement

Education and Training

- ❖ Tuition reimbursement
- ❖ Training for skill enhancement and career development encouraged
- ❖ Many upward mobility programs to participate in such as Career Development, Temporary Reassignment, and UW Certified Public Manager

Other Benefits

- ❖ Flexible work schedules
- ❖ Deferred compensation plans
- ❖ Employee reimbursement accounts for medical, childcare and commuter expenses
- ❖ Convenient location (on bus line and on-site parking)



Mission of DETF

The mission of the Wisconsin Department of Employee Trust Funds is to serve Wisconsin by delivering quality benefits and service to public employees and employers while safeguarding the trust, today and tomorrow.

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services or employment. If you are speech, hearing or visually impaired and need assistance, e-mail at etfjobs@etf.state.wi.us or TTY (608) 267-0676. We will try to find another way to get the information to you in a usable form.

ETF Address:

Employee Trust Funds
ATTN Human Resources
PO Box 7931
Madison WI 53707-7931

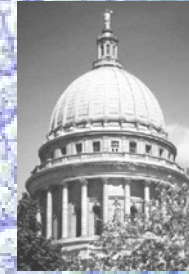
Internet Address:

<http://etf.wi.gov>

E-Mail Address:

etfjobs@etf.state.wi.us

State of Wisconsin



Come Work at Employee Trust Funds



**801 West Badger Road
Madison, WI 53702-0011**

Please consider Employee Trust Funds as your next employer if you are interested in providing quality service in an atmosphere that fosters diversity and team effort. Our employees are our most valuable asset; we strive to develop them to their full potential. Please read further to learn more about job opportunities in the Department. Thanks for your interest.

Sincerely,



Eric O. Stanchfield, Secretary

WHO ARE WE?

The Department Of Employee Trust Funds (ETF):

- ❖ A medium-sized state agency with about 211 employees in Madison.
- ❖ Administers retirement programs for employees of the state and most local governments in Wisconsin.
- ❖ Administers fringe benefit programs (health, life, income continuation, long-term disability and long-term care insurance; employee reimbursement accounts; and a deferred compensation plan).

LOCATIONS

Madison Office

- ❖ Off the West Beltline and Park Street at 801 West Badger Road.

PERMANENT CAREER OPPORTUNITIES

Trust Funds Specialists

- ❖ Provide important information to participants or employers on retirement and insurance benefits.
- ❖ Communicate by telephone, in writing, or by personal visits.
- ❖ Qualifications:
Good written and oral communication skills; problem solving and analytical skills; basic mathematical skills; human relations skills; and personal computer skills. Pension/annuity and benefit plan experience desirable.
- ❖ How to apply:
Applications are accepted at any time. Request application materials by e-mail etfjobs@etf.state.wi.us or call (608) 266-8585 or the application materials can be printed from our Web site:
<http://etf.wi.gov>

Trust Funds Assistants

- ❖ Process and audit applications and monthly reports for retirement benefits and life, health and income continuation insurances.
- ❖ Compute benefits to ensure timely payments.
- ❖ Validate insurance enrollment and cancellation of applications.
- ❖ Qualifications:
Good written and oral communication skills; ability to read, comprehend, and extract pertinent data from records; basic mathematical skills and personal computer skills.
- ❖ How to apply:
This is a multiple-choice exam that is given as needed. E-mail a request to etfjobs@etf.state.wi.us to have your name added to the exam contact list.

OTHER PERMANENT CAREER OPPORTUNITIES

- ❖ Accountant and Auditor
- ❖ Office Associate/Office Operations Associate
- ❖ Employee Benefit Plan Policy Advisor
- ❖ Financial Specialist
- ❖ Information Systems
(various professional titles)
- ❖ Trust Funds Supervisor and Director
- ❖ Senior Managers

HOW TO APPLY FOR PERMANENT OPPORTUNITIES

Current Employment Opportunities

- ❖ Published by the Office of State Employment Relations (OSER) to officially announce vacant permanent positions open to all qualified individuals.
- ❖ Posted on the Internet.
<http://wiscjobs.state.wi.us>
- ❖ Paper version is published weekly and is available for public viewing at most state and county personnel offices, college placement offices, any Wisconsin Job Service office, and many public libraries and community-based organizations.

HOW TO APPLY FOR TEMPORARY OPPORTUNITIES

- ❖ Duties vary, but could involve clerical, word processing, data entry, systems analyst/programming and general administrative assistant work.
- ❖ Mail letter of interest and resume. Resumes are maintained for six months and reviewed as opportunities become available.